

MVAC MINUTES – OCTOBER 13, 2004

The meeting was held on October 13, 2004 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 am. There was no MVAC meeting held in September 2004.

In attendance: Cher Threlkeld – DOW, Nancy Martinez – DOHE Pikes Peak CC, Dave Monson – DOC, Julia Rodriguez – CDPHE, Patti Torres – DOLE, Barb Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Ronni Hunter – DOR Gaming, Beth Ann Wieder, CDOT, Karen Neuschwanger – CDOT, Karen Griggs – CSP, Lillian Bourne – CDOT, Ray Nelson – DPA DOIT, Nestor Lujan – DOR Drivers License, Jon Reitan – DOAG, Barb Garcia – DOHE Metro, Russ Wilcox – DOHE UCCS, Patti Hughes – DOHE CU Boulder, Bryan Flansburg – DOHE CU Boulder, representing State Fleet – Scott Madsen, Larry Wegrzyn, Terry Sisneros and Ken Hausauer.

Updates

- Fleet Reorganization – Bob Schley, SFM Authorization Unit, has retired. Michael Maestas has moved to the SFM Authorizations Unit to take Glen Jones' place. The Used Vehicle Coordinator position is now vacant. SFM is hoping to fill this position with Terry Sisneros. SFM will then hire another receptionist. SFM is also reorganizing several tasks and duties.
- Reporting – the underutilized list has been finalized. SFM has received all the justification responses. Only 23 vehicles were underutilized outside of DOHE. SFM does not foresee any problems.

Adding a utilization code for smaller parks and campuses. SFM does not see this as a large problem and recommends not adding a code. Having a small campus or park is justification for a vehicle being on the underutilized list. Scott suggested looking at each vehicle to see what is unique about it and see if it meets an exemption code. Identify each individually. The MVAC had decided previously not the change this code or add a new one.

Commuting – SFM has received all the requested spreadsheets back and is consolidating the updated information into CARS. It was asked if SFM would be giving agencies a way to update commute information. Commute tracking in CARS will be the highest priority we have with the Software team. SFM will be providing a way to update information through CARS. SFM will be firming up the process to track commuters. Agency personnel need to review IRS Pub 15B to understand fringe benefit requirements and definitions of commuting, non-qualified personal use, etc. SFM will be meeting with the IRS to talk about what changes need to be made to the State Rules to bring them into compliance with the IRS. Scott sent the Rules and Statutes to an IRS representative. The rule changes will be made and announced as soon as possible. It is likely that the authorization form will have to

be modified as part of compliance and the revised one will have to be re-signed for all statewide commuters.

- Replacements – FY05 bidding process is almost complete. Orders will be placed in approximately one month. 750 replacements were authorized, no general fund vehicles. SFM does not know if general fund vehicles will be approved for replacement in FY06.
- SFM has been asked to bring the depreciation schedule and the associated loan term into better alignment with the actual anticipated useful life of the vehicles. SFM will add one more year when setting the terms for 05 vehicles as a means to more accurately align average age with fixed billing. The extended term will reduce monthly payments (all other things equal) and reduce the lease line appropriation requirement. SFM will not hold vehicles longer. This will have no impact on replacing vehicles.

This may create some issues going forward. For example, how will the agency pay off the loan if the vehicle is used up at 5 years, and there are still 2 years left to pay on the loan? SFM will be faced with more of these issues especially in out years. Agencies are asked to actively manage vehicle assignments to minimize the number of pre-maturely “miled-out” units.

SFM will work with the agency on developing more accurate ways of matching the anticipated vehicle life with the loan term for FY06 vehicles. For example, SFM may group vehicles with different functions or in different departments on different cycles. If SFM and agencies can identify vehicles that are federally funded, these may also be treated differently.

If a substantial number of vehicles are replaced in both FY05 and FY06 this will bring the age of the fleet down. SFM will also see how the DOHE Opt Out affects the average age of the fleet.

DOH had questions regarding the number of replacement that DPA dictated would actually be replaced versus what the candidate list stated. It was explained again that the two are completely different things. The larger number is the candidate list, which is the starting point in the replacement analysis – the list from which actual proposed replacement vehicles are selected. The proposed replacement list derives a subset of the candidate list after applying approved criteria (average cost differentials, use category, projected mileage, etc.). The candidate list was sent to agencies to give them the opportunity to determine if any vehicles were omitted. The MVAC requested to receive the candidate list. Vehicles may be missed on the candidate list because of timing issues or being swapped or rotated (accidents, etc.).

Operations

- Security Device – SFM will buy the Club for areas that are identified as high risk. It was suggested that agencies make using the Club part of the evaluation for the driver. If a vehicle is stolen and not recovered SFM pays off the loan. DOH had several vehicles stolen. Risk Management suggested they buy the Club and utilize the Watch My Car Program – the problem went away. SFM will review this with the Authorization Unit staff.
- Used Vehicles - SFM is exploring a reduction in the out-sourcing of auctions, in order to minimize fees paid out for vehicle disposal. SFM would like to remind everyone to remove decals, radios, lights and trash per the Turn-In Procedures set by SFM. SFM will be taking on more work with the more auctions in-house and less out-sourcing. SFM will have no available staff to remove these items. It may become necessary to charge for services when turn-in policies are not followed.

The availability of used vehicles is very low. Some expectations for vehicles being reused and sent out may not always be met by SFM. SFM has had some complaints on the quality of used vehicles being sent out. SFM staff will try to identify whether the vehicle operator wears a suit or work clothes and set expectations regarding vehicle condition prior to pick up. Unfortunately SFM does not have the staff to detail used vehicles. The staff does remove trash left in vehicles and will wash the outside of the vehicle if it is covered in mud. Michael Stadler said, “turn the vehicle in the way you would expect to get one back.” SFM couldn’t agree more.

- Odometer Logs – SFM would like to know who needs a hard copy of the odometer log by the end of the calendar year. These will be sent to people who do not have Internet access. SFM would like limit the number of hard copies being sent out. SFM received three times more electronic entries last month. You can find the odometer due dates on the SFM web page under Vehicle Operations, Billing, FY05 Schedule.

Presentation

There will be no presentation for October 2004.

Karen Neuschwanger – DOT will possibly do a presentation after a new supervisor is hired.

Bryan Flansburg will form a committee to do a presentation on “Vehicle Care as part of the Performance Evaluation”.

Presentation Subjects

Vehicle Lease Line Reconciliation

SFM Disposal Reorganization – Turn-in Vehicles

Bryan Flansburg will do the November 2004 presentation on Winter Driving

Beth Ann Wieder will do the December 2004 presentation on T-Rex Demo

Is there any discussion? No.

The meeting was adjourned at 10:15 am.

The next meeting will be November 10, 2004 at 9:00 am. The meeting will be held at the Division of Wildlife, 6060 Broadway, Big Horn Room.